

DD / S R E G I S T R Y

FILE

DD/S 72-3004

Executive Registry

72-40076

31 JUL 1972

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Language Aptitude Tests

Bill:

In response to your questions about [ ] the Office of Medical Services, Psychological Services Staff, administers foreign language aptitude tests to applicants and employees. The OTR Language School rarely becomes involved with such tests, except to use the results in counseling students.

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The word "newly" is used in paragraph 3c(2)(c) rather than "already" because it best describes the responsibility of the Director of Personnel for ensuring that new employees are appropriately tested.

Please let me know if you have other questions about the proposed regulation.

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Att: Buckslip dtd 28 July 72 to DD/S  
fm ExDir-Compt re same subject,  
w/cy of [ ]

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TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller 7E-12 Hqs.	8/1	WEC b/p
2	ADD/S	8 JUL 82	R. [unclear]
3			
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
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Remarks:

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ADD/S 7D-24 Hqs. <input type="checkbox"/>	31 JUL 82

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Next 2 Page(s) In Document Exempt

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# HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
25X1 <span style="border: 1px solid black; display: inline-block; width: 80px; height: 25px; vertical-align: middle;"></span>	5, 6, & 7	3/10/69 11/4/70 3/10/69	<span style="border: 1px solid black; display: inline-block; width: 80px; height: 25px; vertical-align: middle;"></span>			Paragraph 3 is revised to include a reference to Language Proficiency Cash Awards and to generally update the paragraph.
Arrows in the page margin show the locations of the changes described above.						

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3. CIA LANGUAGE DEVELOPMENT PROGRAM

a. GENERAL. The purpose of the Language Development Program is to encourage the development and maintenance of skills in foreign languages needed to carry out the mission and functions of the Agency. The program calls for determining positions that are to be filled by personnel with foreign language competence, training and testing personnel in needed languages, and maintaining necessary records.

b. POLICY

- (1) Each organizational unit that needs language-qualified personnel to carry out its mission will be called a Language Unit. A Language Unit may be of any size, but normally will not be larger than a field station or a headquarters branch.
- (2) Foreign language needs will be recorded by position (such positions hereinafter are called language positions) and proficiency level. Language needs will be reviewed and updated annually.
- (3) Language needs will be considered goals toward which the units must work. An annual report will be made to the Director of Central Intelligence showing the extent to which the Language Units are achieving their goals. A Language Control Register will be maintained on a current basis showing for each unit a comparison of language needs with the foreign language skills of unit personnel.
- (4) The possession of foreign language skills will be a major criterion in the hiring of professional employees who are being considered for assignment to components where knowledge of a foreign language is an important aspect of the job. When applicants with special qualifications are being considered for assignment to such components, but do not have foreign language skills, language aptitude will be a consideration in assessing applicant suitability.
- (5) All newly hired professional employees will be tested for language aptitude prior to or at the time of entering on duty. Employees who claim knowledge of a foreign language will be tested at the earliest opportunity. Employees assigned to headquarters from overseas [redacted] and who have developed new foreign language skills will be tested upon their return. Employees who are to be

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assigned to language positions should have the required proficiency as determined by an Agency language proficiency test. Language proficiency test scores older than three years should not be regarded as indicative of the employees' true language proficiency.

- (6) Employees who are to be assigned to language positions and who do not have the needed language skills will be expected to take a prescribed amount of language training before assignment, with the understanding that they will achieve the required proficiency level during the tour of duty.
- (7) Chiefs of Station (not Base) may authorize language training overseas at Agency expense for personnel under their jurisdiction and for wives of staff personnel.

c. RESPONSIBILITIES

- (1) Each Deputy Director will
  - (a) formulate a directorate policy for the development of language skills, including
    - (1) language requirements for junior professional officers;
    - (2) minimum language standards for employees going abroad;
    - (3) the requirement for comments on language skills in fitness reports of personnel occupying language positions;
    - (4) consideration of language competence as a factor in promotion;
    - (5) use of Language Proficiency Cash Awards as incentives for achievement of language skills for which the directorate has a priority need;
  - (b) identify the Language Units within his directorate, and determine the languages and proficiency levels needed for the appropriate positions within the units;
  - (c) by 15 May of each year, review foreign language needs of each Language Unit and provide the Director of Training with an estimate of the directorate's language training requirements for the next fiscal year;

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- (d) refer to the Office of Training for proficiency tests employees assigned to headquarters from overseas [ ] who have developed new language skills.

(2) The Director of Personnel will

- (a) consider language proficiency and aptitude in the recruitment of employees for components needing language skills;
- (b) refer all newly hired employees, who claim a knowledge of a foreign language, to the Office of Training for language proficiency tests;
- (c) refer all newly employed professional personnel, who were not previously tested, to the Office of Medical Services for language aptitude tests;
- (d) maintain the Language Control Register;
- (e) provide summary statistical reports to the Deputy Directors and to the Language Development Committee as required.

(3) The Director of Training will

- (a) define the levels of foreign language proficiency;
- (b) provide or arrange for foreign language training as required;
- (c) provide or arrange for all foreign language proficiency tests and certify the proficiency of individuals to the directorate concerned and the Office of Personnel.

(4) The Director of Medical Services will administer the Agency's language aptitude tests and report the results to the Office of Personnel for inclusion in official personnel files.

(5) The Language Development Committee consists of one representative of each Deputy Director, and the Director of Training or his deputy who serves as the chairman. (The representative of the Deputy Director for Support will be from the Office of Personnel.) The committee will

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- (a) advise senior Agency officials on policies and procedures related to the Agency's foreign language program;
- (b) at the end of each fiscal year prepare an annual progress report, in coordination with the Deputy Directors, on the Agency's foreign language program for the Director of Central Intelligence.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

ROBERT S. WATTLES  
Acting Deputy Director  
for Support

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